

**EXECUTIVE SECRETARIAT****Routing Slip**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS		✓		
5	DDI				
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9	Chm/NIC				
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12	Compt				
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14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
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SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

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Executive Secretary

6/17/83

Date

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Executive Registry

83-2271/5

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ONLY****EMERGENCY MOBILIZATION PREPAREDNESS BOARD**

Washington, D.C. 20472

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MEMORANDUM FOR: BOARD MEMBERS  
WORKING GROUP CHAIRMEN

**JUN 15 1983**

FROM: Jeffrey S. Bragg  
Executive Secretary

SUBJECT: Maintenance of the National Plan of Action

In keeping with the dynamic nature of the Plan of Action, the following guidelines are issued to standardize the maintenance procedures.

Additions, Deletions and Substitutions to the Plan of Action

When a change to the Plan of Action is required, the Chairman of the concerned Working Group should write to the Board Chairman, detailing the proposed change and the rationale supporting the request.

Such changes would most often involve the addition of new implementation measures or milestones. In some instances, and for good justification, the changes could also involve deletion or substitution of measures or milestones.

Changes in existing milestone completion dates should be requested through the exception reporting procedure described below.

Potential Shortfall Reports to the Executive Secretary

When it becomes apparent that a milestone due in the current quarter will not be accomplished as scheduled, the Chairman of the concerned Working Group should advise the Board Executive Secretary, by memorandum, of the potential shortfall and its implications. The Working Group Chairman should ensure that the Working Group member representing the agency responsible for the potential shortfall is made aware of the implications and the exception reporting requirement.

Exception Reports to the Board Chairman

When a milestone completion date is not met, the head of the agency responsible for the shortfall is required to report to the Board Chairman, by memorandum, within three weeks following the end of the fiscal quarter in which the milestone was to be completed. The report should specify the missed milestone, provide an explanation for the exception, and propose a new completion date. Adjustments by an agency should only be requested after consultation with the appropriate Working Group.

If it is recognized in advance that a milestone due in a future quarter will not be accomplished according to schedule, the responsible agency should work out an acceptable adjustment with the appropriate Working Group and ensure that an exception report is forwarded immediately. The exception report should be signed by the head of the agency, and a copy should be provided to the appropriate Working Group Chairman.

cc:  
Liaison Officers  
Points of Contact

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